



The Commonwealth of Massachusetts

DEPARTMENT OF TELECOMMUNICATIONS AND ENERGY

D.T.E. 05-GAF-P1, P2, P3, P4, P5, P6, P7, P8

March 7, 2006

Petitions of local gas distribution companies for review and approval by the Department of Telecommunications and Energy of Cost of Gas Adjustment Clause filings.

PROCEDURAL NOTICE

Outlined below are procedural guidelines for use by local distribution companies ("LDCs") in submitting proposed gas adjustment factors ("GAFs") in accordance with the Cost of Gas Adjustment Clause at 220 C.M.R. § 6.00, et seq., as well as Local Distribution Adjustment Factors ("LDAFs").

1. Docketing. Since September 2005, GAF and LDAF filings have been assigned docket numbers by the Department. The docket numbers for the submissions due March 15, 2006, are as follows:

D.T.E. 06-GAF-O1 Bay State Gas Company
D.T.E. 06-GAF-O2 The Berkshire Gas Company
D.T.E. 06-GAF-O3 Blackstone Gas Company
D.T.E. 06-GAF-O4 Fitchburg Gas and Electric Company
D.T.E. 06-GAF-O5 KeySpan Energy Delivery New England
D.T.E. 06-GAF-O6 New England Gas Company, Fall River Service Area
D.T.E. 06-GAF-O7 New England Gas Company, North Attleboro Service Area
D.T.E. 06-GAF-O8 NSTAR Gas Company

To clarify, the first two numbers ("06") signify the year in which the initial filing, whether for peak or off-peak, is made. The next three letters ("GAF") are self-explanatory and will remain constant. The next letter will be either a "P" for Peak or an "O" for Off-Peak. The final number signifies the particular LDC and will remain constant.

The reconciliation of the prior year period is a part of the filing for the current year. Thus, both the reconciliation and the going-forward information for the 2006 off-peak period will be filed under the same docket number. In addition, any proposals for revisions that occur

during the off-peak season should be filed with the same docket number since they reflect a proposed modification of the original March 15 filing.

2. Filing

Each LDC's semi-annual GAF filing must be submitted to the Department at least 45 days prior to the date on which the proposed GAFs are to be effective.

220 C.M.R. §§ 6.04, 6.11. Each LDC submitting a semi-annual filing must include the invoices that support that LDC's reconciliation filing.

In addition, an LDC may, at any time, submit an amended GAF filing. The amended GAF filing must be submitted ten days before the first billing cycle of the month in which it is proposed to take effect. 220 C.M.R. § 6.12.

All filings must include the docket number and be submitted to the Department as follows: 1) original filing sent to Mary L. Cottrell, the Department's Secretary; 2) three copies to George Yiankos, Director, Gas Division; and 3) two copies to Carol Pieper, Hearing Officer.

Copies of all nonproprietary documents that are filed with the Department must also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dte.efiling@state.ma.us and carol.pieper@state.ma.us; or (2) on a 3.5" floppy disk or CD-ROM. The text of the e-mail or the disk label must specify: (1) an easily identifiable case caption, (2) docket number, (3) name of the party submitting the filing, and (4) title of the document. The electronic filing should also include the name, title, and phone number of a person to contact in the event of questions about the filing. Electronic copies should be written as either Word Perfect, Microsoft Word, or Adobe Acrobat compatible files. Data or spreadsheet responses should be compatible with Microsoft Excel. Documents submitted in electronic format will be posted on the Department's website, <http://www.mass.gov/dte>. Electronic copies must also be provided to all persons on the service list for the proceeding. Parties filing documents containing proprietary or other confidential materials shall submit electronic copies of the redacted public version of such documents. See rules on confidential treatment of materials below.

Filings must be received by the Department no later than 5:00 p.m. on the applicable due date. Service is effective upon receipt, not upon mailing. Facsimile or other means of electronic delivery are not substitutes for filing the original of materials that must be filed with Mary L. Cottrell, Secretary of the Department.

3. Motions for Confidential Treatment

An LDC moving for confidential treatment must submit its request in writing and state the reasons therefor. The LDC seeking such treatment has the burden to demonstrate that the materials should be afforded the treatment requested in light of the presumption that such information is a public record. The motion should include a proposed “sunset provision” and provide the basis for the request. Even where a party proves such need for confidential treatment, the Department may protect only so much of that information as is necessary to meet the established need and may limit the term or length of time such protection will be in effect.

Any request for confidential treatment must include, in a sealed envelope, one unredacted copy of the materials for which protection is sought, clearly marked with the words “CONFIDENTIAL” on the outside envelope as well as on each page of the materials. The unredacted copy should be submitted directly to the hearing officer, not to the Secretary. A redacted copy of the materials (marked as such) for the public docket should be filed with the Department along with the request for confidential treatment.

/s/
Carol M. Pieper, Hearing Officer

cc: Mary L. Cottrell, Secretary
Service Lists (*via e-mail and regular mail*)